

**ARIZONA FIRE & MEDICAL AUTHORITY
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, September 17, 2019**

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Committee Chairperson Miller called the meeting to order on Tuesday, September 17, 2019, at 2:02 p.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375.**

Members Present: Committee Chairperson Dawn Miller, Committee Member John Crawford (telephonically)

Members Absent: Committee Member Diane Price

Staff Present: Finance Manager Diane Goke, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: N/A

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Members Richard Bookie and David Wilson

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of August 20, 2019.

Committee Member Crawford moved that the Budget and Finance Committee Meeting Minutes of August 20, 2019 be approved. Committee Chairperson Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller

NAYS: None

ABSENT: Price

- B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for August 2019, and forward to the full Boards for approval.

Diane Goke, Finance Manager presented the August 2019 financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority and answered any questions from Board Members. Ms. Goke noted that Staff expects an increase in Ambulance Program Subscriptions in the coming fall and winter months as many residents return during this time. In addition, Staff is planning for increased marketing efforts during the fall and winter months as well.

Board Members noted that to date, the Ambulance Program Subscriptions are representing approximately 1/3 of what was anticipated for the entire first year, and the program has only been available for two months.

Committee Member Crawford moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board, the North County Fire & Medical District Governing Board and the Arizona Fire & Medical Authority Governing Board approve the August 2019 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to the following: Register of Checks, Warrants, & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. Committee Chairperson Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

- C. Discuss Capital Expenditure – Replacement of various fleet vehicles, and forward to the full Board for approval.

Staff requested this item be held to the October 15, 2019 Budget and Finance Committee meeting.

Committee Chairperson Miller moved that the Budget and Finance Committee hold the replacement of various fleet vehicle item to the October 15, 2019 Budget and Finance Committee meeting. Board Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

D. Receive update on existing and planned grant applications.

Deborah Musselman, Administrative Manager introduced herself noting that she will now be responsible for the grants coordinator duties for the Authority. Ms. Musselman noted that minor policy updates relating to grants and grant administration will be on an upcoming Governing Board agenda for approval. Ms. Musselman provided an update to the Governing Board on the existing and planned grant applications, stating that the Federal Emergency Management Association began announcing grant awards on Friday, September 13, 2019, but at the time of this meeting, the Authority had not heard of any decisions on the grant applications currently submitted by the Authority.

E. Discussion and Possible Action relating to remaining 2019 and upcoming 2020 Budget & Finance Committee Meeting Schedules.

Dusty Christopherson, Authority Clerk presented the remaining 2019 and upcoming 2020 Budget & Finance Committee Meeting Schedules noting that Staff is requesting to move the November and December meeting dates up by one week to accommodate the Thanksgiving and Christmas holidays.

Committee Member Crawford moved that the Budget and Finance Committee approve the remaining 2019 and upcoming 2020 Committee meeting schedules. Committee Chairperson Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller
NAYS: None
ABSENT: Price

3. **SUGGESTED ITEMS FOR FUTURE BUDGET AND FINANCE COMMITTEE MEETING AGENDAS**

There were no suggested items.

4. **ADJOURNMENT**

The meeting adjourned at 2:29 p.m.

Dawn Miller, Committee Chairperson